

**RESEARCH AND STATISTICAL ANALYSIS OFFICER  
STUDY GUIDE**

A written examination for the class of **RESEARCH AND STATISTICAL ANALYSIS OFFICER** to be administered in **BATON ROUGE** on **MARCH 10, 2006**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>ADMINISTRATION</b>  Knowledge of the principles of effective administration involving planning, organizing, and inspecting departmental operations.	38.0%
<b>RESEARCH AND STATISTICAL ANALYSIS</b>  Knowledge of the practices and procedures used in researching, organizing, analyzing, and interpreting data in order to project future fire service requirements, including ISO/PAL Fire Suppression ratings.	23.0%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-keeping practices, including preparation, content, and control; and report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	15.0%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.	15.0%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and review the work of subordinates.	9.0%

**REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

## **PRIMARY REFERENCE MATERIAL**

### **OTHER RECOMMENDED PUBLICATIONS:**

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**FIRE SUPPRESSION RATING SCHEDULE**, Insurance Services Office (ISO), 160 Water St., New York, N.Y. 10038, 1980.

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

**EFFECTIVE PUBLIC RELATIONS**, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

**INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):  
Chief Officer, 2nd ed., 2004.

## **SECONDARY REFERENCE MATERIAL**

### **OTHER RECOMMENDED PUBLICATIONS:**

**BUSINESS COMMUNICATIONS**, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

**BUSINESS COMMUNICATION**, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

